

Sustainability Onboarding Sheet

Thank you for volunteering to join Forest Grove's Sustainability Commission!

We are an advisory group to the city council. We are an appointed body by the city council.

Our mission statement is *to improve the quality of life in our community by providing stewardship of our economic, social, environmental and cultural resources in a manner that is equitable for all present and future generations.*

Who's Who and what do they do on the Commission?

Chair – Set agendas for meetings, runs meetings.

Vice Chair – Takes on Chair duties if they are not available.

Council Liaison – This liaison is a city councilor and they update the Commission on what is happening in the city and we provide them with updates on what our Commission is doing.

Staff Liaison – Financial Director - Provides the Commission with city financial information and implications on what the Commission proposes.

Staff Liaison – Communications and Information - This staff liaison is responsible for sending information regarding meeting dates, times and agendas. If you need to communicate something to the Commission it has to go through this staff liaison.

Current commission members: Amber Nieves – Chair, Fallon Harris – Vice Chair, Elena Uhing – Council Liaison, Edward Uecker, Robin Lindsley, Gregory Arrigotti, Johanna Peeters Weem - Student, Steven Barnard, and Tonya Johnson

What types of policies is the Sustainability Commission responsible for?

The sustainability focus gives us the opportunity to provide solutions that are lasting so that we don't have to resolve the same problems down the road. For example, the Commission was responsible for the banning of plastic bags at stores in Forest Grove city limits.

Another long-term project for the Commission is the backyard burn plan.

The Commission has an **Annual Work Plan** that outlines the objectives for the year. It is made up of three categories;

Environmental, Economic and Social Equity.

In the **Environmental** category, for example, we educate the community on responsible recycling or host a "Hard to Recycle" event.

For **Economic** we promote free food sources in Forest Grove and publicize our Mini Grant program. Our Mini Grant program is the commissions efforts to spread money out to potential sustainable projects in the community.

The **Social Equity** category currently contains goals of working to address homelessness and lack of affordable housing in our community.

Another important document is Sustainability Action Plan of 2014. This document outlines the vision and goals of this commission. The link is below.

https://www.forestgrove-or.gov/sites/default/files/fileattachments/sustainability/page/243/action_plan_final.pdf

When -Meetings are the fourth Thursday of the month. Typically, they are held in person at the Community Auditorium but during Covid meetings are held via Zoom. Below is a link to a cheat sheet for Roberts Rules of Order that we following during our meetings.

https://dphi.web.unc.edu/wp-content/uploads/sites/2645/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf

Where can you find more information on other boards and commissions?

Check out <https://www.forestgrove-or.gov/bc> This page will show you all the different boards and commissions in the city of Forest Grove and what their goals and purposes are. Along with the city council goals for the year.

Why is this Commission important to the community?

Our role is to be a key change element to provide research and advisory perspective to the council in order to make sure our community is moving forward. The changes we implement for our city can have long term positive impacts in our community and the communities around us.

How do sustainability policies impact our city? We research and gather information. We use the Work Plan as a guide. Once we have educated ourselves as a group then we reach out to others and we draft possible actions to take to City Council.

Below is information you would have received once you were confirmed for your commission post. We're including it again for reference.

Please read the Boards and Commissions Rules of Conduct, [Section 14](#). In addition, please view our [B&C Training Video](#), ***"Understanding Your Basic Obligations, Responsibilities and Best Practices as an Appointed Official"***, which provides a comprehensive overview of the role of an appointed B&C member, including [Government Ethics](#); [Public Records & Meeting Laws](#) and legal requirements, as well as private and social gatherings and serial communications; and [Restrictions on Political Campaigning](#) and [Quick Reference](#). Please refer to the [PPT Handout](#). ***Please notify me by e-mail affirming you have read the rules and viewed the above video after doing so.***

Thank you again for giving your time and energy to Forest Grove's Sustainability Commission!!